



SEARCH CONDUCTED BY
PLACEMAKING 4G



TEAM Work
Cooperative

OPPORTUNITY BRIEF

CASE MANAGER



STATEMENT OF INTENTION

TEAM Work Cooperative values the diversity of it's people, perspectives and the different ways of working that make the organization thrive. Creating a workplace of belonging for us, means fostering inclusive actions so individual differences can be recognized, appreciated, respected and responded to in ways that fully develops and utilizes each person's talents and strengths.

Our mission is to "facilitate inclusive employment and workplace opportunities for people in Nova Scotia". As such, we believe our workforce should reflect the Nova Scotians we serve. We encourage applications from African Nova Scotians, Indigenous People, and Other Racially Visible Persons, Members of the 2SLGBTQIA+ Community, and Persons with Disabilities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. We are committed to accommodating those with disabilities at any stage of the hiring process.

ABOUT TEAMWORK COOPERATIVE

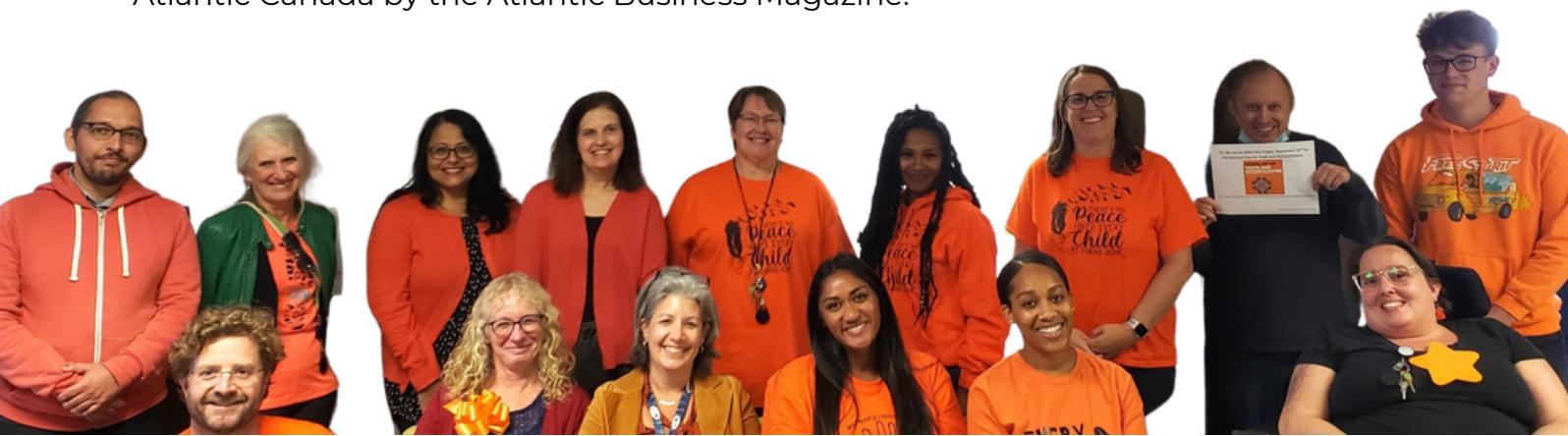
Invested in inclusive employment

A trusted Nova Scotia Works Employment Services Centre, TEAM Work Cooperative has been **unwavering in their commitment to providing employment programs and services** to residents of the Halifax Regional Municipality for more than 25 years.

In addition to case management, career counselling and employment maintenance, They specialize in job development, mentoring, creative job carving and career exploration. TEAM Work's philosophy is client centered. This means all work emerges from a place of **passion, commitment and care** that keeps clients' best interests at the forefront. In the past year, TEAM Work helped 430 Nova Scotians in need of finding employment.

TEAM Work facilitates numerous programs supporting both job seekers and employers. These include MentorAbility, the GO3D Self-Employment Program, Career Link, Future Ready, the Opportunities Fund, Ability Employers and more.

TEAM Work was recently recognized as one of fifty Employers of Diversity in Atlantic Canada by the Atlantic Business Magazine.





THIS MOMENT, THIS POSITION

TEAM Work is eager to welcome an organized and people-focused **Case Manager Career Practitioner** to the team! This is an exciting opportunity to provide meaningful employment support to Nova Scotians seeking job opportunities and guidance with career exploration.

Adhering to inclusionary practices modeled at TEAM Work, and ethical decision making, the Case Manager Career Practitioner will thoughtfully assist clients with their personal growth regarding employability. This includes conducting needs assessments; identifying barriers to employment; developing plans to address barriers; monitoring and evaluating plans and providing follow-up and support to clients.

The Case Manager Career Practitioner will be joining a collaborative team of 35 and will report to the Case Management Team Lead.

Position Responsibilities

Under the direction of the Case Management Team Lead, they will be expected to:

- Conduct initial intake duties including gathering and documenting relevant client information in LaMPSS (Labour Market Program Support System) (ex: employment history, educational background and career goals), and providing information on services.
- Perform Needs Assessment to identify/ address barriers to employment, develop Return-to-Work-Action Plan (RTWAP) and RTWAP Management.
- Counsel clients through various employability dimensions including career decision making, job search, job maintenance, skills enhancement and being able to identify and access resources, planning and management of their career-life development.
- Administer and interpret tests designed to determine the interests, aptitudes and abilities of clients.
- Submit funding applications to Employment Nova Scotia on behalf of clients.
- Collect labour market information for clients regarding job description, entry and skill requirements, employment outlook and other occupational information.
- Assess need for assistance such as diagnostic referrals (ex: career counseling, accommodation assessment, psycho-educational assessments etc.).

- Support the client in creating and submitting funding applications – monitor client progress, address any issues that may arise, etc.
- Monitor and evaluate RTWAPs and adjust as needed.
- Provide follow-up services and support to clients to complete the case life cycle.
- Provide individual job search sessions to help clients develop job readiness skills, job search strategies, and resume, cover letter and interview skills.
- Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change.

What You Bring:

This could be the right job for you if you have the following skills and experience:

- Experience working with diverse groups of people, and people experiencing varying barriers to employment.
- Strong communication skills including active listening and writing.
- Ability to connect and support individuals in job and career support.
- Knowledge or willingness to learn about employment/career related services, programs and interventions.
- Ability to recognize problems and creatively solve them with applicable resources.
- Knowledge or willingness to learn about labour market information and apply it to a case-load.
- Knowledge of Mental Health Awareness to support both clients and yourself.
- Knowledge of computer office software i.e (Microsoft Word, Excel, Outlook).
- Good knowledge of Community Organizations, Service Providers, and Referral Agencies.
- Ability to access and effectively use information and communications technology.
- Commitment to continuous growth and professional development.
- Must be willing to complete and maintain required training & certifications.
- Ability to work independently, as well as part of a team.
- Must have a clear Vulnerable Sector Check and Criminal Record Check.
- Access to reliable transportation.



THE IDEAL CANDIDATE:

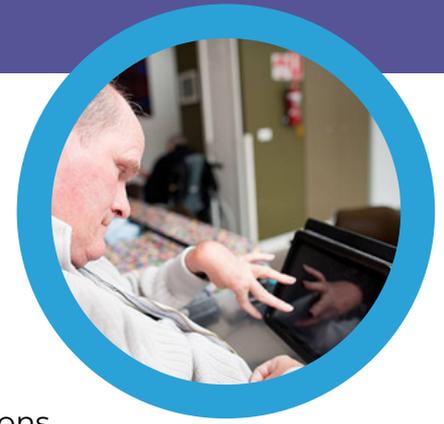
The ideal candidate is passionate about supporting others on their journeys to identify and actualize their life and career purposes. As an energetic and caring coach, this person motivates others to lean into their passions and aptitudes and take control of their future, with the necessary support available.

This client-focused collaborator is flexible, outgoing and kind. They possess strong time management skills and thrive in environments where a team chips in to see each other succeed.

THE PACKAGE

Salary: \$46,000-\$48,000 / year

- Health and Dental Benefits
- RRSP matched by Employer (5% to start, 6% at 5 years and 7% at 10 years)
- 18 Paid Vacation Days (increases 5 days every 5 years of service)
- 5 Paid Wellness Days + 5 Paid Personal Days + 5 Paid Sick Days
- Exercise, Health and Wellness Room
- Fun, Kind and Energetic Workplace Environment
- Team Building Events
- Accessible Workplace
- Mental Health Champions
- 13 Stat Holidays
- Professional Development Opportunities
- Work from home (one day a week)



WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

Application Details

Apply now by [Clicking Here!](#)

Applications will be accepted until 12pm on October 28th.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic, be yourself.